



**MAMMOTH LAKES FIRE PROTECTION DISTRICT  
STATION 1, 3150 MAIN STREET  
MAMMOTH LAKES, CA 93546**

**BOARD OF COMMISSIONERS  
MEETING MINUTES  
MAY 15, 2018**

**1) CALL TO ORDER – ROLL CALL**

*The meeting was called to order at 12:05*

*Board of Commissioners present: Carole Schilz, Buck Wahl, and Bret Bihler.*

*Commissioner's Roger Curry and John Mendel were absent.*

*Mammoth Lakes Fire Protection District present: Fire Chief Frank Frievalt, Division Chief Natalie Morrow, Division Chief Scott Walker, Division Chief Ales Tomaier, and Secretary Jody Holl.*

*Legal Counsel: Rick Liebersbach*

*In the audience: Robert Williams, Brett Reed, and Bob Rooks*

**2) APPROVAL OF APRIL 17, 2018 MEETING MINUTES**

*The minutes were motioned for approval by Commissioner Wahl and seconded by Commissioner Schilz. All in favor.*

**3) SPECIAL PRESENTATIONS - None**

**4) GENERAL PUBLIC COMMENT - None**

**5) CONSENT AGENDA - None**

**6) BUDGET**

**a) Review 2017/2018 Budget**

*With 2 pay periods left in the year. We should end with a surplus of \$70,000 – \$80,000.*

*We have \$60,000 – \$80,000 in additional revenue coming in.*

*Commissioner Bihler asked how we were doing on medical exams. We budgeted \$15,000 but only spent \$3,267. Chief Frievalt said there is no requirement for annual physicals. We will probably pick this back up next year, eventually we will have regular cycles for our people.*

*Commissioner Schilz asked why we have an increase in our interest this year. The interest made on our LAIF account is \$15,684 we budgeted \$7,500. Interest on our Mono County account is \$4,225, we budgeted \$3,000. Chief Frievalt explained that we get reports from Mono County and sometimes the interest gets dispersed through it and sometimes they hold onto it. He will review it further and get back to the Board.*

*Chief Frievalt has estimated our 3<sup>rd</sup> apportionment check to be \$84,600*

*Our expense to date is at 86% \$2,588,392. Our income is at 105% \$3,123,687.*

- b) Actuals vs CPA update –  
*Chief Frievalt had Bill Greene change the actual amount for our Station 1 payment to reflect 100% of payments made this year.*
- c) Proposed 2018/ 2019 budget –  
*Our projected revenue is \$3,167,824 this is a 7% increase over last years budgeted revenue of 2,973,305.*  
*Our projected expense is \$3,089,651. This is a 3% increase over last years budgeted expense of \$3,000,551*  
*Chief Frievalt: The revenue increase has three components:*  
*1) It includes a 2% CPI that has not been added to the roll yet.*  
*2) It includes 2.76% of YTD revenue to capture our projected 3<sup>rd</sup> apportionment; in a contracting economy this last apportionment is historically about 5% of annual apportionments, in a growing economy it is historically about 2% - 3% annual apportionments. See justification worksheet for detail.*  
*3) It includes 2% increase in assessed property value growth not reflected in the AB8 projection. It is a District level assessment using other factors for consideration (e.g., The Lehman Housing Report). Over the last three years, final tax rolls have exceeded AB8 projections available at the time of budget preparation by 2%-3%.*  
*The proposed budget does not include the additional funds Measure A would provide if it passes. We will know if Measure A passed or not by our next meeting.*  
*Government code requires adopting the preliminary budget by June 30 of each year.*  
*After making any changes to the preliminary budget the final budget will be adopted on or before October 1 of each year.*  
*In a separate 2-page handout Chief Frievalt created 3 graphs. The 1<sup>st</sup> graph shows “14-year general revenue-expense Hx with measure A projection”; 2<sup>nd</sup> graph shows “personnel as % of total expense”; 3<sup>rd</sup> graph is “14-year apportionment history with median single-family home & condominium sales price”*

## 7) OLD BUSINESS

- a) Fact Sheet on Ballot Measure  
*The Board read and approved of the Measure A Fact Sheet. The Board members will promote the Measure whenever possible.*
- b) Wildfire Policy Summit & ISO/IAFC Discussion –  
*Chief Frievalt and Division Chief Scott Walker attended the Western Fire Chiefs Association – Wildfire Policy Summit on May 3<sup>rd</sup> in Sisters, Oregon. Chief Frievalt received the invite due to his meeting with ISO (Insurance Services Organization) and IAFC (International Association of Fire Chiefs) in April, when he spoke to ISO about recognizing the standard WUI (Wildland Urban Interface (defensible space)) guidelines. If a homeowner were to comply with all WUI requirements they should receive a reduction or incentive on their insurance. The Policy Summit asked if Frank would continue his efforts. Frank will introduce people from the insurance industry that do their priority methodology and other managed risks with state of art research being done on wildfires and some other insurance industries, how they measure risks, and get them together. He would like to see a pilot program in Mammoth.*

- c) Review offer to purchase lot on 256 Joaquin –  
*Commissioner Bihler has chosen to recuse himself from evaluating the Joaquin property. He has done many transactions with Mr. Hooper over the years and needs to recuse himself from any further action.*  
*In addition, Rick Liebersbach's firm does legal work for Mr. Hooper. Rick would request a waiver of conflict from Mr. Hooper to be able to advise us in the terms of sale, but if the transaction involved a joint venture and an ongoing relationship, he will not be able to help us.*  
*Chief Frievalt requested to suspend all action until we receive an impartial assessment of the property and conduct a workshop to discuss our options. The workshop should include the MLFA (Association) as housing is directly related to them.*  
*Legal counsel said there is no conflict with Bret working with another agent to obtain an appraisal of the property or attending a workshop to discuss our options.*  
*The Board approved Bret to work with another broker to obtain a property value. Once they have a value they will discuss their options.*
- d) Review Discussion of PERS Payroll reporting  
*Chief Frievalt, Jody, Commissioners John Mendel and Carole Schilz, Association members Mike McCarthy and Danny Shugart met to discuss PERS payroll reporting for part time employees. We agreed to follow PERS law as opposed to the PERS guideline. The law indicates we do not have to report what they see as overtime positions. Chief Frievalt will contact Liebert Cassidy Whitmore with focused questions regarding the law. We will also have on our training calendar at the start of each fiscal year a reminder that if you are a PERS member and your job status changes to advise us immediately. We will need to pay contributions on PERS members if their primary employer isn't there.*

## 8) NEW BUSINESS

- a) Measure A article in The Sheet –  
*Chief Frievalt was disappointed with the title of the article in the May 12 issue of The Sheet: A is for... a bigger allowance. The article ended in the positive, but it was a little frustrating.*
- b) Zoll Defibrillator purchase request  
*On pages 16 & 17 is a quote for 8 new AED's (automated external defibrillators) from Zoll Medical Corporation in the amount of \$24,013.49.*  
*Division Chief Ales Tomaier presented the quote and requested Board approval for the purchase:*  
*New AED's would get all our vehicles with the same AED's in them. There would be one in each of the Chief's vehicles (4), one in the ambulance, one in our first out engine, and the other 2 in our 2<sup>nd</sup> out engines. Most of our current AED units are over 10 years old. The Mono County Paramedics and Mammoth Mountain Ski Patrol use Zoll AED's. 80% of providers in our area will be using this Zoll defibrillator. The best chance you have of reviving someone having a heart attack is shocking with an AED and CPR. The newer AED's have a function built into them that give the person administering CPR direction.*

*The quote we received is by using a GPO vendor (Government Publishing Office). The vendor (Zoll) has negotiated with the U.S. Government on a set price to sell to any government agency.*

*Chief Frievalt: We would spend an additional \$2,000 in training on the AED's. The money for the purchase will come from our surplus from this year (approximately \$70,000).*

*The Board approved the purchase of 8 new AED's for a cost of \$24,513, plus \$2,000 for training. The additional \$500 was added to the quote so that the District does not have to trade in their old AED's, if they have a better use for them.*

c) GovInvest purchase discussion

*On page 34 is a quote from GovInvest, a company that offers actuarial services and technology, for a 5-year service plan for \$38,500. Chief Frievalt would like to have GovInvest write a master agreement RFP (request for proposal) or a sole source agreement before he commits to the plan, this would help to negotiate a better price. He will bring it back to the Board next month for approval.*

d) Dispatch console purchase discussion

*Chief Frievalt: The District will be requesting to spend approximately \$60,000 to upgrade our dispatch consoles. We will use DIF (developer impact fees) to pay for it.*

*Chief Bob Rooks: We want to replace the console in dispatch at Station 1. The current console is over 10 years old and we can't get parts for it. The new Mindshare P25 Dispatch Console is similar to what we have now. It is the same system Mono-1 (Mono County Sheriff's Office) purchased. It will be compatible with the County system, phone system, and we will be able to upgrade to digital when needed.*

*The District is the back-up dispatch when Mono1 goes out of service. The new system can be preset to take over their system and control all the radio systems in Mono County. The purchase will be made through a GSA (General Services Administration) vendor with government pricing already in place.*

9) REPORTS, REQUESTS, AND COMMUNICATIONS FOR BOARD REVIEW - None

10) DISTRICT CHIEF COMMENTS

a) Letter of thanks from Ventura Fire Chief –

*We received a letter of thanks from the Fire Chief of Ventura for assisting them on the Thomas Fire. Chief Heller was the strike team leader for the Mono County Fire Districts that made up the strike team.*

b) Firesafe Council Open House –

*We had close to 100 people turn out for the open house on May 5.*

11) BOARD MEMBER COMMENTS - None

12) LEGAL COUNSEL ADVICE –

*Commissioner Buck Wahl asked Rick about the legal agreement for the Zoll defibrillators. Division Chief Ales Tomaier explained that he included the original master agreement and*

*the pricing for all the items. The original agreement is over 100 pages long and covers everything Zoll sells. The agreement is used for RFP's (request for proposal). What is provided is the background information for the quote.*

*Rick will review the agreement and get back to the Board if he sees any problems with it.*

13) MLFPD FIREFIGHTER ASSOCIATION COMMENTS - None

14) ANNOUNCEMENTS - None

15) ADMINISTRATIVE DUTIES

a) *Bret Bihler and Roger Curry your terms of office will expire on 11/30/2018. If you wish to continue as a Board member you will need to file a declaration of candidacy. The declaration will be available from the County office as of 7/16/2018 and will need to be submitted by 8/10/2018.*

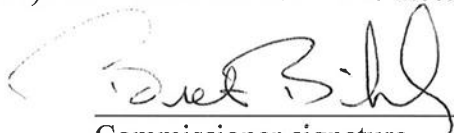
b) *The next meeting was scheduled meeting for 12 noon, Tuesday, June 19, 2018*

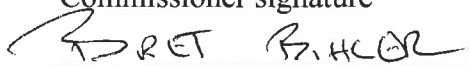
16) CLOSED SESSION

a) Fire Chief's evaluation –

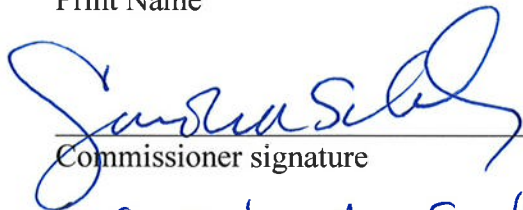

*The Board went to closed session at 2:00 pm and returned to open session at 2:45 pm. No action was taken.*

17) ADJOURNEMENT – *The meeting adjourned at 2:45 pm*

  
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Commissioner signature

  
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Print Name

6-19-18  
Date

  
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Commissioner signature  
  
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6-19-18  
Date